

## **Village of Empire Zoning Administrator Job Description**

The Zoning Administrator (ZA) is an at-will, part-time position working 3-5 hours per week with required office hours each week. The principal duties and responsibilities of the ZA are clearly specified in the Zoning Ordinance (8.01). The ZA administers and enforces the Village of Empire Zoning Ordinances as they are written. The ZA serves as the primary point of contact for residents, businesses and developers seeking zoning related information in the Village. Any questions of enforcement or interpretation of the policy shall be referred to the Village Council.

General Duties – An employee in this position may be called upon to perform any or all of the following essential functions and other duties as assigned.

### **Administer the Village's Zoning Ordinance**

- Answer inquiries and provides information on zoning to residents, businesses and developers upon request.
- Review permit applications for compliance/non-compliance with Zoning Ordinance and issues permits when appropriate.
- Assist applicants with the review and approval process of applications, including pre-application meetings.
- Direct questions or enforcement or interpretation of an Ordinance to the Village Council.

### **Enforce Village Zoning Ordinance**

- Conduct site visits as needed to verify permit application accuracy, ensure compliance of issues permits and to investigate alleged violations.
- Recommends approval or denial of lot split/combination applications to the Village Council.
- Respond to signed complaints of alleged violations and enforces zoning ordinance violations.

### **Enforce Non-Zoning (Village) Ordinances**

- Enforce Village Ordinances where required. (Septic Inspections, for example, are not a Zoning Ordinance)

### **Reporting and Meetings**

- File a monthly report on zoning related matters to the Planning Commission and Village Council.
- File a monthly report and copy of all approved permits to the Empire Assessor and Village Clerk.
- Attend Planning Commission and Zoning Board of Appeals meetings. Attendance of Village Council meetings will be at the request of the Village Council.

### **Planning Commission and Zoning Board of Appeals**

- Assist the Planning Commission with finding of fact for Special Use Permits and Site Plan Review.
- Assist the Zoning Board of Appeals by facilitating meetings, preparing finding of fact document and communicating proper notice requirements to the Village Clerk.

Attend educational seminars and review publications as are necessary to maintain and enhance the position.

Other relevant duties as assigned by the Village Council.

Required Knowledge, Skills, Abilities and Qualifications – The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting accommodations.

- High School Diploma or GED with relevant work experience (construction, architecture, zoning).
- Must have a valid Michigan Driver's License
- Ability to interact and communicate effectively with the public, contractors and other employees and organizations.
- Demonstrated experience in maintaining accurate, complete records in an office or field setting.
- Ability to review plans and apply provisions of a zoning ordinance and codes to determine compliance with such regulations and apply regulations to field conditions.
- Ability to read and understand architectural plans, construction documents, blueprints and site plans.

Physical Demands and Work Environment - The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee is regularly required to talk, hear and view and create documents. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee works in a business office setting and in the field. In the course of field activities, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office and may become moderate to potentially loud in field situations.